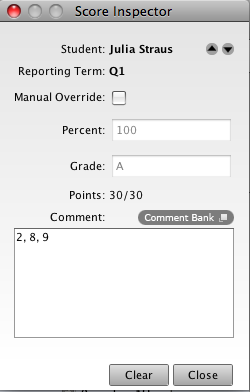
**Individual Student Reports**

**Steps:**

1. **Enter Comments (Page 1 below)**
2. **Print Reports (Page 2)**

**Entering Comments to your reports**

* Double click on the quarter grade for the student you want to add a comment. The Score Inspector window appears.
* You can move from student to student without leaving the Score Inspector by clicking on the arrows to the right of the student’s name.

**To Enter Comments:**

* There is a Comment box down at the bottom.
* Type in your comment that you want to appear on the Report.
* You can also click on the Comment Bank window and select the school comments you wish to use.
* **Please note** **that for Report cards you will need to Clear any comments that you create for an Individual Student Report.**

**Printing Individual Student Reports**

* 1.tiffClick on the Reports Icon
* Select Individual Student Report
* On the bottom the Individual Student Report window appears. The only thing you need to change is as follows:
  + **Sections:** select Active Classes and select Student from the pop-up menu
  + **Abbreviation:** I recommend you abbreviate the Assignments and Categories
  + **Include:** select the items you want included on the report
  + **Date Range:** Select the Quarter you want the grades and assignments to print for
  + Click on the Layout tab in the Individual Student Report window and you can add a few items to your report such as changing the title of the report on the printout, adding a generic note at the top and bottom of the report.
  + Click on Run Report > this will create a pdf file and each page has an individual student report for each student in the current class.

**2.tiff**

* In the Find Box, type the last name of the student you are looking for and press return
* Now you will see the Page Number for this student
* Print and select the Page # you want to print